DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188
Exp. Date: Jun 30, 1986

1. TITLE
Contractor's Progress, Status and Management Report

2. IDENTIFICATION NUMBER
DI-MGMT-80227

3. DESCRIPTION/PURPOSE

3.1 The Contractor's Progress, Status and Management Report indicates the progress of work and the status of the program and of the assigned tasks, reports costs, and informs of existing or potential problem areas.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC REQUIRED	6b. GIDEP REQUIRED
860905	N/SPAWAR		

7. APPLICATION / INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement for this data included in the contract.

7.2 This DID may be applied in any contract and during any program phase.

7.3 This DID supersedes DI-A-2090A, DI-A-3025A, UDI-A-22050B, UDI-A-22052A, UDI-A-23960, DI-A-30024, and DI-A-30606. (cont. on page 2)

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER
		N3947

10. PREPARATION INSTRUCTIONS

10.1 Contract - This data item is generated by the contract which contains a specific and discrete work task to develop this data product.

10.2 Format - This report shall be typewritten on standard size (e.g. 8 1/2" by 11") white paper, and securely stapled. Pages shall be sequentially numbered. All attachments shall be identified and referenced in the text of the report. The report shall be prepared in the contractor's format and shall be legible and suitable for reproduction.

10.3 Content - The report shall include:

a. A front cover sheet which includes the contractor's name and address, the contract number, the nomenclature of the system or program, the date of the report, the period covered by the report, the title of the report, either the serial number of the report or the Contract Data Requirements List (CDRL) sequence number, the security classification, and the name of the issuing Government activity;

b. Description of the progress made against milestones during the reporting period;

c. Results, positive or negative, obtained related to previously-identified problem areas, with conclusions and recommendations;

d. Any significant changes to the contractor's organization or method of operation, to the project management network, or to the milestone chart;

e. Problem areas affecting technical or scheduling elements, with background and any recommendations for solutions beyond the scope of the contract;

f. Problem areas affecting cost elements, with background and any recommendations for solutions beyond the scope of the contract;

g. Cost curves showing actual and projected conditions throughout the contract;

h. Any cost incurred for the reporting period and total contractual expenditures as of reporting date;

i. Person-hours expended for the reporting period and cumulatively for the contract;

j. Any trips and significant results; (cont. on page 2)

7. APPLICATION/INTERRELATIONSHIP (Cont'd)

7.4 Paragraphs 10.3.f, 10.3.g, and 10.3.h herein should be tailored on DD Form 1423 when such cost data is already submitted through a sophisticated cost reporting system under the contract.

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10. PREPARATION INSTRUCTIONS (Cont'd)

k. Record of all significant telephone calls and any commitments made by telephone;
l. Summary of Engineering Change Proposal (ECP) status, including identification of proposed ECPs, approved ECPs, and implemented ECPs;
m. Contract schedule status;
n. Plans for activities during the following reporting period;
o. Name and telephone number of preparer of the report;
p. Appendixes for any necessary tables, references, photographs, illustrations, and charts.

☆U.S. GOVERNMENT PRINTING OFFICE: 1986—704-037/50176

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

2. TITLE	1. IDENTIFICATION NUMBER
REPAIRABLE ITEM INSPECTION REPORT	DI-ILSS-80386

3. DESCRIPTION/PURPOSE

3.1 This data documents the contractor's inspection of the malfunctioning unit for repair and the extent of repair performed on the unit.

3.2 This data will be used by the government to determine the types and quantity of unit malfunctions and evaluate the need for further corrective action.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC REQUIRED	6b. GIDEP REQUIRED
870727	F/WR-ALC/MMRM		

7. APPLICATION/INTERRELATIONSHIP

7.1 This DID contains the format and content preparation instruction for the data product generated by the specific and discrete task requirement as delineated in the contract.

7.2 This DID is applicable to contractor repair contracts.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER
		F4151

10. PREPARATION INSTRUCTIONS

10.1 Specific Instructions.

10.1.1 Contents. The Repairable Item Inspection Report may be prepared in the contractor selected format. The content of the report shall include the following data elements:

a. Inspection item analysis number

b. Contract number

c. National stock number

d. Part number

e. Serial number

f. A listing of repair date codes on the unit.

g. Quantitative details stating the electrical and physical test requirements and parameters which the part does not meet.

(Continued on Page 2)

11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Block 10, Preparation Instructions (Continued)

h. A concise description of the extent of repair actions required to restore the malfunctioning unit to proper operation, including a list of all parts replaced and a description of all alignments or adjustments made.

i. Indicate cause of item malfunction with all quantitative details, if known.

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503

1. TITLE

Data Accession List (DAL)

2. IDENTIFICATION NUMBER

DI-MGMT-81453

3. DESCRIPTION / PURPOSE

3.1 The purpose of the Data Item Description (DID) is to provide an accession list which is an index of data that may be available for request. It is a medium for identifying contractor internal data which have been generated by the contractor in compliance with the work effort described in the Statement of Work (SOW).

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
950123	F/ASC-ENS		

7. APPLICATION / INTERRELATIONSHIP

7.1 This DID contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

7.2 This data item is not a substitute for standard data requirements that are contractually applied.

7.3 This DID supersedes DI-A-3027A.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER
		F7106

10. PREPARATION INSTRUCTIONS

10.1 *Format.* Contractor format is acceptable.

10.2 *Content.* The Data Accession List (DAL) shall specify internally generated data and computer software used by the contractor to develop, test and manage the program. The format and content of the data listed on the DAL shall be as prepared by the contractor to document compliance with the SOW task requirements.

10.2.1 The list shall include the identification number, title which shall describe content, security classification, and in-house release date.

a. The list shall also identify the Government Rights to the data using the following codes:

"UR" = Unlimited Rights
"LR" = Limited Rights
"RR" = Restricted Rights (Computer Software only)

11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A. Approved for public release, distribution is unlimited.

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DATA ITEM DESCRIPTION

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OMB No. 0704-0188

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1. TITLE
TRAINING CONDUCT SUPPORT DOCUMENT

2. IDENTIFICATION NUMBER
DI-ILSS-81523

3. DESCRIPTION/PURPOSE
3.1 The training conduct support document provides specific definition and direction to the instructor and trainees on learning objectives, equipment, and instructional media for use during the conduct of training. It also provides updates to course materials for life cycle maintenance of the training course.

4. APPROVAL DATE (YYMMDD)
960926

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)
N/AS/PMA205

6a. DTIC APPLICABLE

6b. GIDEP APPLICABLE

7. APPLICATION/INTERRELATIONSHIP
7.1 This Data Item Description (DID) contains the preparation instructions for the content and format of the training conduct support document. This DID is interrelated with MIL-PRF-29612, Performance Specification for Training Data Products, paragraphs 3.2.7, 4.3.7, and 4.3.9.

7.2 It is not intended that all the requirements contained herein should be applied to every program or program phase. Portions of this DID are subject to deletion tailoring depending upon the program phase in which it is applied in the contract. Any individual data requirement contained in this DID is subject to deletion tailoring.

7.3 This DID supersedes DI-ILSS-81095, DI-ILSS-81100, DI-ILSS-81101, DI-ILSS-81103, DI-ILSS-81106, and part of DI-ILSS-81092.

8. APPROVAL LIMITATION

9a. APPLICABLE FORMS

9b. AMSC NUMBER
N7200

10. PREPARATION INSTRUCTIONS
10.1 Style and format. Contractor format is acceptable.

10.2 Content. The training conduct support document shall include the following:

10.2.1 Front matter. Front matter shall consist of the following:

10.2.1.1 Cover. The cover shall provide information relevant to the identification of the training document as follows:

a. Course title.
b. Course number.
c. Document number.
d. Date of preparation.
e. Training document type name (e.g., lesson plan, trainee guide).

(Continued on page 2)

11. DISTRIBUTION STATEMENT
DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

Block 10, Preparation Instructions (Continued)

f. The "prepared for" block shall identify the using activity and career field.
g. The "prepared by" block shall identify the company/agency that developed the training document.
h. The contract number shall identify the contract under which the training document was procured.
i. Distribution statement and destruction notice.
j. The publication by direction statement shall identify the contracting activity.
k. Logos shall be as Service or command specified.
l. Supersession statement.

10.2.1.2 List of effective pages. A list of effective pages shall be provided in Volume I and shall include the listing of pages provided in all volumes.

10.2.1.3 Letter of promulgation. The letter of promulgation will be furnished by the Government.

10.2.1.4 Change record. A permanent change record shall be included in each separate volume. Volume I shall include the listing of pages provided in all volumes.

10.2.1.5 Hazard awareness notice. The hazard awareness notice shall provide safety and environmental precautions for the protection of personnel and equipment and instructions for the reporting of hazards and safety violations. Hazard awareness statements shall cover relevant documentation references, general and specific precautions, hazard reporting criteria, as well as any other data determined necessary by the requiring activity, and shall include the following:

a. The documentation statement shall identify relevant documentation containing specific safety precautions and preventive measures that are applicable to the particular equipment.
b. The general information statement shall identify hazards to personnel or equipment.
c. The specific precautions statement shall identify specific direction to personnel concerning safety. Statements shall remind personnel that death, personal injury, and equipment damage can result from carelessness, failure to comply with approved procedures, or violations of WARNINGS, CAUTIONS, and safety regulations.
d. The hazard reporting statement shall identify the requirement of personnel to report all hazards, safety violations, environmental considerations, and the activity to whom such reports should be sent.

10.2.1.6 Foreword/preface. The foreword/preface shall contain the scope, purpose and applicability of the publication, and any other information the reader requires as an introduction to the document.

10.2.1.7 Definitions. The definitions shall include those words that are unique to the training document or are required to clarify the training document.

10.2.1.8 Table of contents. The table of contents shall list all content of the training document. Each volume in a set of documents shall contain its own list of illustrations. In addition, Volume I shall contain a list of illustrations for all volumes in the set.

Block 10, Preparation Instructions (Continued)

10.2.1.9 List of illustrations. Training documents shall have a list of illustrations showing the figure number, title and page number of each figure. Each volume in a set of documents shall contain its own list of illustrations.

10.2.1.10 List of tables. Training documents shall have a list of tables showing the table number, title, and page number of each table. Each volume in a set of documents shall contain its own list of tables. In addition, Volume I shall contain a list of tables for all volumes in the set.

10.2.1.11 How to use the training document. This description of how to use the training document shall include the following:

a. Composition.
b. Function.
c. Use.
d. Assignments.
e. Equipment requirements.
f. Instruction sheets.
g. Test requirements.
h. Division of materials into functional parts.

10.2.1.12 Executive summary. The executive summary shall be developed using clear, concise narrative statements describing the methodology for data accumulation and analysis, the target population, the results of the analysis and recommendations as required.

10.2.2 Part 1: Lesson plan data requirements. The lesson plan contains data requirements that provide specific definition and direction to the instructor on learning objectives, equipment, instructional media requirements, and the conduct of training.

10.2.2.1 Front matter. Front matter shall be as defined in paragraph 10.2.1 above.

10.2.2.2 Lesson topics. Individual lesson topics shall provide coverage of the course learning objective. The content of each individual lesson topic, shall be as follows:

10.2.2.2.1 Administrative information. The administrative information shall provide information required to prepare for, and conduct the lesson. Administrative information shall consist of:

a. Course title.
b. Document number.
c. Course number.
d. Curriculum name.
e. Unit title.
f. Unit number.
g. Lesson title.
h. Lesson number.
i. Responsible authoring activity.
j. Date of preparation.

Block 10, Preparation Instructions (Continued)

k. Effective date.
l. A list of topics/tasks to include task number, title, conditions, and standards.
m. Security classification.
n. Time breakdown (e.g., overall, classroom, laboratory).
o. Student allotted lesson time.
p. A list of references.
q. A description of commonality.
r. A description of instructional format.
s. A list of learning objectives.
t. A list of teaching points.
u. A list of equipment required for the instruction.
v. A list of instructional aids.
w. A description of testing requirements.
x. A list of supporting papers.
y. Revision dates.
z. A list of trainee instructional materials.
aa. A description of multiple instructor requirements.
ab. A description of instructional guidance.
ac. A description of classroom, laboratory, training area, and range requirements.
ad. A description of ammunition requirements.
ae. A description of safety precautions related to the course.
af. A description of prerequisites.
ag. A list of source documentation.
ah. A list of environmental considerations.

10.2.2.2.2 Introduction. The introduction shall provide data to be presented during a course of instruction. The introduction shall consist of:

a. Overview.
b. Lesson strategy.
c. Statement for student motivation.
d. Statement for gaining student attention.
e. Statement of the learning objectives.
f. Safety precautions related to the lesson.
g. Review of materials previously presented and related to the new lesson topic.

10.2.2.2.3 Body. The body shall provide new instructional material sequenced to ensure the maximum transfer of knowledge. It shall provide the detail necessary to support the efforts of instructional personnel. The body shall consist of:

a. Presentation.
b. Discussion points/outline of instruction.
c. Learning activities.
d. Teaching points.
e. Application.
f. Evaluation.

Block 10, Preparation Instructions (Continued)

g. Intermediate summaries as required.

h. Learning objectives data shall consist of the following:
   (1) Learning objective number and type.
   (2) The learning objective statement.
   (3) The instructional method(s).
   (4) The time required to present the material.
   (5) Instructor to student ratio.

i. Media cues.
j. Helps.
k. Questions.
l. Answers to questions.
m. Practice.
n. Supporting papers.

10.2.2.2.4 Conclusion. The conclusion shall provide the following:

a. Review/summary.
b. Remotivation.
c. Closure.
d. Assignments for the trainee.
e. Transition information necessary to proceed to the next topic.
f. Test/evaluation of learning objectives.
g. Critique of the course as applicable.

10.2.2.2.5 Trainee guide answer keys. The answer keys for the trainee guide shall provide answers to questions in the associated trainee guide (see 10.2.3 below) for the instructor usage.

10.2.3 Part 2: Trainee guide data requirements. The trainee guide contains data which enhances the trainee's mastery of those knowledge, skills, and attitudes needed for a given subject. These materials may be in the form of information, diagram, job, assignment, problem, and outline sheets as follows:

10.2.3.1 Front matter. Front matter shall be as defined in paragraph 10.2.1 above.

10.2.3.2 Information sheet. The information sheet shall provide the trainee with additional, amplifying, or background information essential for the trainee but not contained in the technical manuals or other official documentation. Information sheets shall consist of:

a. Title and identification number.
b. Introduction consisting of a narrative statement describing the purpose/intent of the document.
c. List of references used to develop the information sheet.
d. Materials designed to aid the trainee in comprehending the instructional topic and not contained in the technical manuals identified for use in the curricula.

Block 10, Preparation Instructions (Continued)

e. A list of supplemental reading materials.

10.2.3.3 Diagram sheet. The diagram sheet shall provide illustrative material which depict a chalkboard sketch, an instructional media material or any diagram or schematic deemed important to the trainee. Diagram sheets shall consist of:

a. Title and identification number.
b. Illustrative materials.
c. Source.

10.2.3.4 Job sheet. The job sheet shall direct the trainee to use technical documentation, if available, in the step-by-step performance of tasks or functions encountered in the operational environment. Job sheets shall consist of:

a. Title and identification number.
b. Introduction consisting of a narrative statement describing the purpose/intent of the document.
c. List, by nomenclature, of all equipment required for accomplishing the job.
d. List of all reference documentation required to perform the task or function.
e. Job steps listing the procedures for performing a task or function without duplicating data in the technical manual. Critical job steps shall be identified and require the instructor's initial and date of completion.
f. Self test questions providing an exercise in decision making similar to that required in the operational environment.

10.2.3.5 Assignment sheet. The assignment sheet shall identify the required reading material and pose questions on the assignments for each individual topic. Assignment sheets shall consist of:

a. Title and identification number.
b. List of learning objectives (copied directly from the lesson plan).
c. List of study assignment(s).
d. Study questions written on the same learning level as the related learning objective.

10.2.3.6 Problem sheet. The problem sheet shall provide the trainee with practical problems requiring analysis and decision making similar to those problems which may occur in the operational environment. Problem sheets shall consist of:

a. Title and identification number.
b. Introduction consisting of a narrative statement describing the purpose/intent of the document.
c. List of all reference documentation required to perform the task or function.
d. Problem statements with all the data necessary to solve the problem(s).

Block 10, Preparation Instructions (Continued)

10.2.3.7 Outline sheet. The outline sheet shall provide the trainee with an outline of the topic's major teaching points. Outline sheets shall allow trainees to follow the progress of a topic, to take notes as desired, and to retain topic information for future reference. Outline sheets shall consist of:

a. Title and identification number.
b. Introduction consisting of a narrative statement describing the purpose/intent of the outline sheet.
c. An outline of the topic content.

10.2.4 Part 3: On-the-Job Training (OJT) handbook data. The OJT handbook data is a self-paced instructional system which leads the trainee to a specific skill development. OJT handbook data is a substitute for, a reinforcement of, or an extension of other forms of instruction. Hands-on exercises, training assignments, and troubleshooting problems are used when available for analyzing the documentation as well as for learning and testing. The OJT handbook data covers a specific area of learning (e.g., equipment, systems, or subsystems) pertaining to specific task or function(s) and is designed to allow the trainee to work independently at their own pace. The OJT handbook data may be used in either the formal or informal training environment and shall include:

10.2.4.1 Front matter. Front matter shall be as defined in paragraph 10.2.1 above.

10.2.4.2 Background. This data shall provide the trainee with background data and training guidelines for using the OJT handbook. Background shall consist of:

a. Introduction of the system, subsystem, or equipment which the OJT handbook data supports.
b. OJT handbook data organization description.
c. Guidelines and instructions for using the OJT handbook data.
d. Outline of all tasks or duties to be performed.
e. Instruction relating to the assignment of tasks.
f. Prerequisites required to complete the OJT handbook data.

10.2.4.3 Work sheet. Work sheets shall provide procedures for performing a task or function. Work sheets shall direct the trainee to use the technical documentation, if available, in the step-by-step performance of tasks or functions. Work sheets shall include self-test questions. Work sheets shall consist of:

a. Specific learning objectives that are satisfied by the successful performance/completion of the task.
b. Specific task to be performed and how the task relates to the overall program.
c. A list of required tools and test equipment.
d. Safety precautions which the trainee must observe.
e. General or discrete step-by-step procedures for performing operation, maintenance, troubleshooting, repair or function.
f. Self-test questions are developed to exercise the decision making requirements that a trainee may face at a work site. They shall be included, as applicable, following each trainee performance step. These questions constitute an open-book test, with the

Block 10, Preparation Instructions (Continued)

permitted to use the technical manuals and other training program materials in seeking answers.

g. Each work sheet shall include the maximum allowable time, and blank spaces for the actual time the trainee used to satisfactory complete the task and administrator's initials.

10.2.4.4 Tests and answer sheets. Tests and answer sheets shall provide written and, when required, performance tests for the end of each lesson or assignment along with the trainee answer sheets. The tests shall contain instructions to direct the trainee through the test and to the next OJT handbook element upon completion of the test. Each test item shall directly correspond to a test item in the lesson pretest. There shall be one test per lesson; however, for particularly long or difficult lessons there may be more. The test shall consist of:

a. Title and lesson number.
b. Directions for taking the test.
c. Test items.
d. Answer sheets.

10.2.4.5 Instructions for OJT program administrators. These instructions shall provide detailed information for the OJT program administrator on how to conduct training. This information shall be prepared so that it may be reproduced separate from other parts of the OJT handbook data. These instructions shall include:

a. Guidelines and instructions for conducting the training program.
b. Introduction to the system, subsystem, or equipment which the OJT handbook data supports.
c. Question answer key.
d. A list of step(s) the administrator will take when assigning a task.
e. Explanation on how to evaluate the trainee's answers.
f. Explanation on how to evaluate the practical assignment(s).
g. Information for preparing and administering the lessons.
h. A list of fault(s), with insertion parameters, for the system, subsystem, or equipment. All safety considerations shall be addressed.
i. Instructions and precautions for administrator inserted malfunctions.

10.2.4.6 Item-to-work assignment chart. This chart shall provide information on Personnel Performance Profile (PPP)/training task identification, work assignments and Personnel Qualification Standard (PQS). This chart shall consist of:

a. PPP/training task identification shall consist of three sub-columns:

(1) PPP table/training task number.
(2) Item/sub-item or element/sub-element.
(3) Training Objective Statement (TOS) level.

b. Work assignment shall consist of three sub-columns:

Block 10, Preparation Instructions (Continued)

(1) Work assignment.
(2) Learning objective.
(3) Test item.

c. PQS shall consist of two sub-columns:

(1) Identification number.
(2) Qualification task number.

10.2.5 **Part 4: Instructional visual aids.** Visual aids to be used by the instructor in the conduct of classes shall include:

10.2.5.1 Slides. The slides shall be provided on Service specified format(s). The slide program shall be in accordance with Government approved production standards.

10.2.5.2 Transparencies. The transparencies shall be provided on Service specified format(s). Transparencies shall be in accordance with Government approved production standard.

10.2.5.3 Wall charts. The wall charts shall be provided on service specified format(s). Wall charts shall be in accordance with Government approved production standards.

10.2.5.4 Job Aids (JA). JAs shall provide step-by-step instructions related to the performance of a task in either the job or training environment. These procedural instructions shall be expressed as written or visual information or a combination of both. Each JA shall consist of:

a. Title.
b. Task.
c. Applicable learning objective(s).
d. Administrative instructions (if required).
e. Body (written or visual procedural guidance).

10.2.6 **Part 5: Training material change data.** Training material change data provides information which is necessary for keeping the training materials current and compatible with the systems and equipment as engineering, technical or operational changes are made. Training material change data shall contain the following:

10.2.6.1 Training materials change. (Change to training materials (e.g., management documentation, curriculum materials, instructional media materials) may be developed after these materials are promulgated for use. A change to any training material is issued to add, amend, correct, substitute, delete or otherwise modify existing data and usually affects less than 30 percent (this is variable according to media type) of the material being changed, and does not impact on course learning objectives or resources.) A change shall consist of three parts: change pages, change materials, and change notices as follows:

Block 10, Preparation Instructions (Continued)

a. The change pages shall consist of all pages within the training materials that have been modified, corrected, or amended and those pages added or substituted. The change pages shall be in the format of the existing training materials. Changes in training materials shall be made by reissuing new pages on which the changes are to be shown. Complete two-sided pages (both sides) shall be replaced so that the old page can be removed and the new page inserted. (During development, it is essential that each change to a material page be checked for impact on other pages among the training materials.)

b. The change materials shall include of the instructional media materials (e.g., slides, transparencies) that have been modified, corrected, or amended, added, or substituted. Changes to some media materials are not possible due to the nature of the material. When approved changes are made, the change materials shall be in the format of the existing training materials. (During development, it is essential that the change materials be checked for impact on the instructor guide and trainee guide, as well as other support materials.)

c. Change notices are used to transmit changed training materials. Change notices are not used to make or transmit complete revisions. The change notice shall be a letter containing the promulgation heading, justification, and directions for inserting the change and shall include the following:

(1) The promulgation heading shall contain the name and address of the contracting activity, audience (all holders of the document or materials), change and document number, date of the change, number of pages or material items in the change notice, number of changes enclosed, and the signature of approval with the name and title typed beneath the signature.

(2) If the required information is available, this section shall state that the changes incorporate responses to change initiation documents. This phrase shall be followed by a list of the documents providing review and approval information for the change process. Impact of incorporation shall be specifically addressed.

(3) Directions for inserting the change shall provide directions for accomplishing the change, including additional paragraphs which shall provide instructions to enter the change into the document and to retain the change notice. For inserting a change that is supported by a list of effective pages, two columns are required: 1) remove page(s) and 2) insert page(s). Inserting a change that is not supported by a list of effective pages requires the following: 1) new page/material, 2) change status, and 3) superseded page/material.

10.2.6.2 Training materials revision. This data shall provide a revision of training materials to add, amend, correct, substitute, delete, or otherwise modify existing data. (A revision affects course learning objectives, requires additional resources, or the revision is of a magnitude to require a course trial of the material. A revision usually affects more than 50 percent (variable percentage according to media type) of the document or material being modified. A revision results in the replacement of existing curriculum materials with newly developed materials.)